### **CHAPTER 5**

### **PROCUREMENT**

Procurement is the act of obtaining materials or services. In the Navy, it is a tremendous undertaking. Think for a moment about the size of our modem Navy and the enormous quantities of materials essential for its operation. Just as a gun without ammunition cannot perform its intended job, ships cannot be effective fighting units unless they have the materials required to support and sustain them.

Material may be procured by requisition or purchase. Requisitions are most frequently used, but procurement of nonstandard material and emergency requirements is usually accomplished by purchases.

You will play an important role in the procurement of material for your ship. You must know what material is authorized, where it is obtained, the forms used in procurement, and how to prepare them.

This chapter presents the general responsibility for procurement and the methods normally used afloat.

# RESPONSIBILITY FOR PROCUREMENT

Supply officers are responsible for procuring all equipment and supplies used by the ship. This does not include medical stems, ammunition, Marine Corps stems, and those materials aromatically furnished to ships.

Supply officers procure replenishment material for supply department stocks on their own initiative. They also procure supplies for other departments when they are within the ship's allowance. When procuring technical materials, supply officers consult with other department heads to ensure that the materials meet desired specifications.

Many materials, equipments, and supplies used aboard ship are not stocked in supply storerooms but are ordered to meet a specific requirement of one of the ship's departments. This material is ordered for "direct turnover" (DTO) to the requestor when received.

The procurement of medical stores, ammunition, and Marine Corps stems is the responsibility of other departments. Some material will be received aboard ship without any procurement action by the supply department. These materials are usually new items of

equipment or equipage that are automatically furnished to ships as replacements for obsolete items.

While procurement is the responsibility of the supply officer, the actual job of preparing documents will normally be assigned to SKs. You maybe assigned to perform one or more specific tasks relating to procurement. The supply officer will rely on you to perform your job properly.

### **DETERMINATION OF REQUIREMENTS**

The supply officer is responsible for maintaining stocks to meet probable demands within the limits established by operation plans. This includes; general stores, subsistence items, ship's stem and clothing stocks. The supply officer, with other supply personnel, must be able to accurately determine the requirements for these items.

When repair parts are in the custody of supply officers, they are responsible for requisitioning replacements for those that has been issued. When department heads have custody of repair parts, they are responsible for notifying the supply officer each time a repair part is taken from stock. The supply officer then requisitions a replenishment repair part.

### **Special Requirements**

Other departments may require special material or an item in a greater quantity than is usually stocked in the storeroom. For example, the engineering officer plans to re-brick a boiler, and you do not carry firebrick in the storeroom. It is the engineering officer's responsibility to inform the supply officer of the special Requirement.

### Responsibilities of Storekeepers

Supply officers rely on SKs to prepare procurement documents. SKs usually determine routine requirements and inform their supply officers about requirements requiring their judgment and decision. This is not the sole job of one SK, all SKs share in this responsibility regardless of rate or where they work. Briefly stated below are some of the ways that SKs may fulfill their advisory functions.

**SUPPLY SUPPORT CENTER.**— Not all advice from other departments will come from the head of the department. In the Supply Support Center, the SK has constant contact with maintenance personnel from all departments. Their knowledge of requirements helps the supply officer to detect errors in repair parts allowances.

**STOREROOM STOREKEEPER.**— By knowing your storeroom and stock particularly in bulky or fast-moving items you maybe able to restow stock to provide space for additional material. You also will be able to tell which items are not moving and may be excess and spot obvious errors in issue and receipt quantities.

**STOCK RECORDS STOREKEEPER.**— By being able to interpret the data reflected in stock record cards, you can advise the supply officer of items requiring a review of the high and low limits because of increased or decreased usage.

**ORDERING STOREKEEPER.**— Be alert for errors in the data elements of a request for either stock replenishment or DTO orders.

# FACTORS IN DETERMINING REQUIREMENTS

Before you can determine types and quantities of items to be carried, you must establish a desired endurance level for general categories of material. Endurance is defined as the period of time required for a ship to use a definite quantity of supplies. The first consideration in establishing endurance is the availability of storeroom space and its allocation among the different types of stem. Then convert the space to the number of days that the ship can be maintained by capacity loading. The supply officer will normally try to equalize the endurance of the various types of stores. NAVSUP P-485 provides up-to-date endurance charts for specified periods of time. The following paragraphs discuss other factors.

### **Available Space**

The amount of storage space available for an item is an obvious limiting factor. You cannot stow 100 cubic feet of material in a 50-cubic foot space. For this reason, bulky items may have to be carried in a quantity less than the desired level and reordered more frequently. Highly perishable items may also be stocked at a lower level to keep deterioration to a minimum. On the other hand, items of low cost and low

bulk may be carried at a higher level to reduce the time spent in ordering and stowing.

### Ship's Experience

The most accurate guide in determining your ship's requirements is the experience shown in its stock records. This tells you a usage factor that can be projected to future usage by either of the following methods or by a combination of the two. To compute 3 months' endurance:

Fast-moving items-multiply past month's usage by three.

Slow-moving items-divide past 6 months' usage by two.

Usage information is also found in the Frequency and Demand Listing, received as a result of the supply overhaul Integrated Logistics Overhaul (ILO).

It is only when there is no usage that the additional aids discussed below must be died on to determine the requirements for an item.

### **Allowance Lists**

Allowance Lists, Initial Outfitting Lists, and Usage Data Tables are prepared to help supply officers determine stock requirements. They are usually provided for new or recommissioned ships. Since these ships have no prior usage to rely on, these lists and tables will be most helpful to the supply officer in determining supply requirements. These lists control the type and quantity of equipage and are guides for determining the supply requirements. Allowance Lists as used here do not include the Coordinated Shipboard Allowance List SNSL-SRI or Integrated Stock List-Storeroom Item (ISL-SRI) for repair parts.

### **Advice of Other Departments**

The supply department uses only a small part of the material stocked in the storerooms. Since other departments are your biggest customers, they will frequently advise you of requirements for material which are above normal. With this advance notification, supply officers can temporarily increase the stock level to meet the demand. They may also advise you of material, which has been used in the past, is no longer required. Thus, the requirement for this item can be deleted and prevent having dead stock in the storeroom.

### **Ship's Operation**

Operating factors may make it necessary to review stock records and reevaluate the requirements for some or all items stocked. These factors are:

- expected length of cruise
- type of operation (combat or training)
- expected climate during the operation
- supply support that will be available

If the expected length of a cruise is less than the normal endurance load, then no major adjustment is necessary. However, if the operation is expected to last longer, review fast-moving and essential items to determine if there are increased requirements.

If the ship has been operating in a hot or temperate climate for an extended period of time and then scheduled for deployment to the arctic, a rewiew of materials required for cold weather operations is advisable.

A major factor of concern to the supply officer, when the ship is scheduled for deployment, is the supply support during the cruise. Will the ship be steaming independently? Will it be in company of similar ships? Will it obtain material from mobile logistics support ships or ashore activities? All of these questions must be answered before the supply officer can accurately determine the ship's requirements. This information is usually provided in the operation orders.

### ROUTINE REQUIREMENTS

A ship's requirements usually will fall under the heading of "routine requirements." The factors discussed in the preceding paragraphs apply to new ships and special circumstances. When applicable, they must be considered in determining the ships' requirements The requirement for an item is initially established when the ship is commissioned or when it is first stocked. The requirement is validated at each supply overhaul.

Routine requirements are of two types: (1) stock replenishment— to replace material issued from your storerooms, and (2) direct turnover (DTO)— material not carried in your storerooms ordered as a result of a verified requirement from another department. When received it directly turned over to the requesting department

Stock replenishment requirements normally are identified by the stock records Storekeeper when posting issues to the stock record cards.

NOTE: On ships without Supply Corps Officers, heads of departments are responsible to determine their requirements for general stems and requesting that the supply office prepare a DTO requisition.

Each time a repair part is used, a request should be submitted to the supply office so that a replacement can be requisitioned. Many of the factors discussed above must be considered by heads of departments in determining their requirements.

### SOURCE OF SUPPLY

The material required to support your ship is normally procured through the supply system. Emergency procurement may be by transfer from another ship or by purchase on the open market. Operation orders and instructions specify the sources of supply.

### WITHIN THE UNITED STATES

When your ship is home-ported in the United States support normally is obtained from the nearest supply supped activity or fleet industrial supply center.

They either furnish the material or pass the requisition to the appropriate activity for action. The supply department of a naval shipyard or other ashore activity may issue maintenance items to ships while at that activity. Requisitions for major stock replenishment should be submitted to the established supply support activity. Fleet commands may also use Combat Logistics Forces (CLF) ships to support other ships when desirable.

### **OVERSEAS**

Ships in overseas waters are supplied by combat logistics forces (CLF) units or overseas bases as specified in their operation oders and instructions. CLF supply support is normally by underway replenishment. Procedures for obtaining CLF support are found in the various fleet requisitioning guides. Local commands and operating conditions determine if the underway replenishment is to be by conventional replenishment (CONREP) ship alongside, vertical replenishment (VERTREP) helicopter, or both.

The Fleet Issue Requirements List (FIRL) projects the material requirements for resupply support of all deployed forces of the Atlantic and Pacific Fleets. It is based on actual usage factors for those items most commonly requested by fleet units. Also for a limited number of additional items included for support of CNO-approved weapons systems and equipments. As set forth by the CNO, the FIRL is computed to satisfy 85% of the forecasted demands of the deployed fleet for a 90-day period. FIRL material is positioned primarily at selected stock points.

The Consolidated Afloat Requisitioning Guide Overseas (CARGO) is tailored for use by afloat requisitioners when requisitioning material, except ammunition, from CLF. Content, requisitioning procedures, explanation of tables and required reports are found in each chapter of the CARGO. Each CARGO consists of four chapters as follows:

- Supply Sources and Requisitioning Instructions
- Ship's Stem Afloat Requisitioning Load List and Shopping Guide
- Subsistence Requisitioning Tables
- Fleet Issue Load List (FILL) for Equipment-Related and Consumable Material Carried by the AFS (Combat Stem Ship)

The Tender and Repair Ship Load List (TARSLL) is a load list that has the items carried by tenders and repair ships. TARSLLs include the following categories of items:

- Equipment-related items required by an industrial ship to repair or alter equipments/components installed in the supported ships.
- Industrial-related items required for the direct support of shops and industrial services, provided by tender or repair ship.

In addition, the Submarine Tender (AS) TARSLL includes items of resupply required to support submarines.

Other ships may be able to satisfy emergency requirements when no other source of supply is available.

### **PURCHASE**

The supply officer has the authority to purchase items and services that are not available in, or carried by the supply system. These purchases maybe made in the United States or foreign countries.

In the United States, most purchases are made through supply departments or supply support activities ashore.

In foreign ports, local commands may issue guidelines and restrictions pertaining to procurement by local purchase. For an indepth study of purchasing procedures followed by afloat activities, refer to NAVSUP P-485.

NOTE: On ships without Supply Corps officers, the commanding officer is authorized to make local purchases under the same circumstances as a Supply Corps officer.

### REQUISITIONING

A requisition is an order from an activity requesting material or services from another. The most common method of requisitioning is by printed forms designed to provide the information needed for the physical transfer of the material and accounting requirements.

### TYPES OF REQUISITIONS

Most requisitions will be for "not-in-excess" material, but there will be occasions when "in-excess" material is required.

### **Not-In-Excess Requisitions**

Requisitions for the following are considered not-in-excess

- Equipage on a ship's allowance list needed to bring the amount on hand and on order up to full allowance.
- Consumable supplies listed in the Navy Stock Lists, or applicable allowance lists, or other consumable supplies except nonstandard items.
- Repair parts listed in ship's allowances for which a requirement can be justified above the quantity fixed by the allowance.
- Repairable listed in an authorized allowance to bring on board the quantity authorized. Also to replace a repairable shipped to the designated repair facility. Requisitions to replace repairables will be on a one-for-one exchange basis. Requisitions for repairables that exceed a ship's allowance and requirements must be approved by the inventory manager.
- Material other than consumable supplies required for immediate expenditure.

 Services which cannot be accomplished by ship's force.

Not-in-excess requisitions are submitted directly to the supply activity.

### **In-Excess Requisitions**

Requisitions for the following are considered in-excess

- Controlled equipage not on the ship's allowance list.
- Controlled equipage on the allowance list but in greater quantities than allowed.
- Nonstandard consumable supplies when similar items are available in the supply system.
- Repair parts not listed in ships' allowances for which a requirement cannot be justified.

In-excess requisitions are prepared in the same way as other requisitions. However they are first submitted, under a letter of transmittal via the chain of command, to higher authority for approval. The supply officer is responsible for submitting these requisitions to higher authority for this approval.

Repairable may not be stocked in quantities in excess of the authorized allowance. Therefore, no in-ecess requisitions may be submitted for repairables.

# MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES

The Military Standard Requisitioning and Issue Procedures (MILSTRIP) is used to order material from the following:

- Military installations
- Defense Logistics Agency
- General Services Administration

### MILSTRIP REQUISITIONING FORMS

MILSTRIP requisitioning is the use of a coded, single line item document for each supply transition. One of the following documents could be used for MILSTRIP requisitioning:

 DOD Single Line Item Requisition System Document (manual) (DD Form 1348)

- Single Line Item Consumption/Requisition Document (manual) (NAVSUP Form 1250-1)
- DOD Single Line Item Requisition System Document (mechanical) (DD Form 1348m)
- Non-NSN Requisition (manual) (DD Form 1348-6)

For a detailed description of these forms and their use, refer to NAVSUP P-485.

### **MATERIAL EXCLUDED**

The following types of materials are excluded from MILSTRIP. They will be requisitioned by DD Form 1149 unless otherwise indicated:

- Ship's propulsion fuel and bulk lubricants
- Cognizance symbol I material not assigned a 13-character Navy item control number(NICN).
   This includes standardization documents and departmental letter-type directives
- Material controlled by the Navy Oceanographic Office
- Cognizance symbol "OK" library materials controlled by the Chief of Naval Education and Training (CNET). They are requisitioned by letter in accordance with the Naval General Library Manual
- Industrial plant equipment is requisitioned using DOD Production Equipment Requisition/ Nonavailability Certificate (DD Form 1419)
- Communications security equipment, communication security aids (keying material).
   All items, including components, individual elements, and repair parts, which are classified and designated crypto and handled through crypto channels. Use of the DD Form 1149 is not appropriate for items for which other procurement methods are prescribed in the Registered Publication Systems Manual 4 (RPS4)
- Nuclear ordnance items designated by the Defense Atomic Support Agency for item serial number control
- Presentation silver

# DEFINITIONS OF TERMS USED IN MILSTRIP

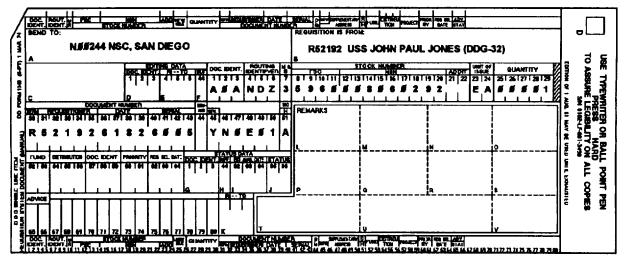
You should know the terms used in MILSTRIP. Refer to the NAVSUP P-485 for definition and explanation for the terms associated with MILSTRIP.

# PREPARATION OF A MILSTRIP REQUISITION

MILSTRIP relies upon coded data for processing Requisitions with automatic data processing equipment. Whether a DD Form 1348 or NAVSUP Form 1250-1 is the prescribed requisitioning document (see figure 5-1 for example) care must be taken in selecting and entering coded data elements.

When preparing a DD Form 1348, or in a NAVSUP Form 1250-1 requisition material the following general rules apply to nonautomated ships without card facilities

- Enter data by ballpoint pen or typewriter.
- It is recommended, that data in a DD Form 1348 or NAVSUP Form 1250-1 be entered within the "tic" marks in the form. However, it is mandatory that entries be included within the data fields to which they pertain.
- To eliminate confusion between the number zero and the letter "O," use a slashed zero.



DD FORM 1348 DOD SINGLE LINE ITEM REQUISTION SYSTEM DOCUMENT (Manual)

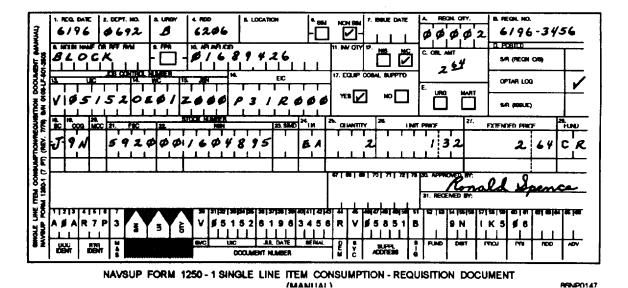


Figure 5-1.-Example of MIISTRIP requisition documents.

### **DATA ENTRIES**

Data entries in the DD Form 1348 and the NAVSUP Form 1250-1 must be made in accordance with the instructions found in the NAVSUP P-485.

# DISTRIBUTION OF DD FORM 1348 AND NAVSUP FORM 1250-1

When prepared as a requisition, the DD Form 1348 and the NAVSUP Form 1250-1 must be distributed as required by NAVSUP P-485.

### PREPARATION OF THE DD FORM 1348-6

The DD Form 1348-6 is used to requisition material which cannot be identified by a national stock number (NSN), a NATO stock number, or an NICN (other than a permanent "IL" coded NICN). The form consists of two sections. The upper section includes essentially the same data elements as those in a D\DD Form 1348. The lower section includes 10 data blocks for additional identification data. The general rules used in preparation of a DD Form 1348 also apply to the preparation of a DD Form 1348-6. (Since the supply some must process a DD Form 1348-6 "off line," which usually delays material delivery, every effort should be made to cross part numbered items to NSN items so that the material can be requisitioned by DD Form 1348/1348 m). See the NAVSUP P-485 for required entries and codes. Figure 5-2 is an example of a Non-NSN Requisition (DD Form 134845).

### NORS REQUISITIONS

A Not Operationally Ready-Supply (NORS) requisition is any requisition submitted for a casualty report (CASREPT) requirement or an anticipated CASREPT requirement (ANORS), as authorized in OPNAVINST 4614.1. (See figure 5-3.)

A NORS requisition will be prepared in the sane format as that described for a MILSTRIP requisition. Specific data entries required in a NORS requisition are described in NAVSUP P-485.

### MESSAGE REQUISITIONS

In certain situation material requirements dictate the need for procurement by message instead of standard requisition documents. MILSTRIP is designed to permit transmission and receipt of requisitions by electrical communications, mail, telephone and courier. To assure responsive and expeditious processing, the media of communication used must be consistent with, and subject to, the limitations for use of media and status codes found in

the NAVSUP P-485. The media to be used and the norm all order of preference of use of each media is also found in the NAVSUP P-485.

When a message requisition is prepared, a DD Form 1348, NAVSUP Form 1250-1, or DD Form 1348-6 is prepared for each item requested in the message. The original of each DD Form 1348 or 1348-6, or the original and white copy of a NAVSUP Form 1250-1, will be discarded and the remaining copies distributed in accordance with the NAVSUP P-485.

During periods of restricted communication (i.e., when "MINIMIZE" is imposed) data pattern messages, formatted Defense Automatic Addressing System (DAAS) messages, and narrative messages will be submitted only for priorities 01-08 requirements.

### MILSTRIP MESSAGES TO BE SUBMITTED VIA DEFENSE AUTOMATIC ADDRESSING SYSTEM

DAAS is a "real time" random access digital computer system. It uses the Automatic Digital Network (AUTODIN) switching centers of the Defense Communications System to receive and retransmit MILSTRIP messages to the addressees. An input message to DAAS may include multiple requisitions, followups, requisition modifiers, cancellation requests, etc., provided that each document included in the message is limited to 66 card columns of data. All retransmittals are accomplished via AUTODIN which automatically provides the addressesee with a punched card (or magnetic tape image) for each document included in the originator's message. This precludes the necessity of any message handling or keypunch effort by the addressee. Figure 5-4 is an example of a message requisition prepared for transmittal via DAAS.

### **Requisitions Qualified for DAAS**

When material is authorized to be requisitioned by message and when no exception data is required, message requisitions for NSN or NICN items will be prepared and submitted in accordance with the NAVSUP P-485.

### MILSTRIP MESSAGES TO BE SUBMITTED DIRECT TO SUPPLY SOURCE

Message requisitions for non-NSN/NICN items or NSN/NICN items requiring exception data will be submitted direct to the supply source. These messages NOTE: When information required to complete the data entries described in the preceding chart is not applicable or available, the respective data blocks will be left blank or will be completed to the extent that applicable information is available. Additionally, authorized signature and the complete line of accounting data (see NAVSUP P-3013) be entered in the DD Form 1348-6.

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NOTE: DD FORM 1348-6 is a 6 part snap out form with multicolored interleaved copies. It is perforated at fold line to permit fiding to size of a requisition

Figure 5-2.-Example of a Non-NSN Requisiton (DD Form 1348-6).

will be prepared in accordance with the NAVSUP P-485. An example is shown in figure 5-5.

# PREPARATION OF REQUISITION AND INVOICE/SHIPPING DOCUMENT (DD FORM 1149)

A DD Form 1149 will be prepared only for the procurement of material that is excluded from MILSTRIP. It may also be prepared for excluded material for which a procurement document is not specified. It may be used to requisition repairs or rentals of laborsaving devices, repairs of equipage items, drycleaning, or renovation services, etc., when required by the supply source or repair facility.

When the DD Form 1149 is used for the procurement of specified materials (other than bulk petroleum) and services, it sould be prepared using the

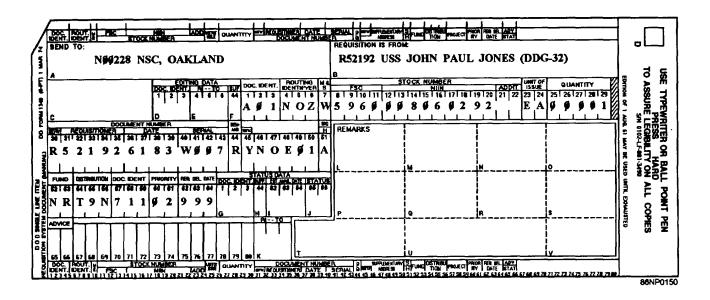


Figure 5-3.—Example of a NORS Requisition.

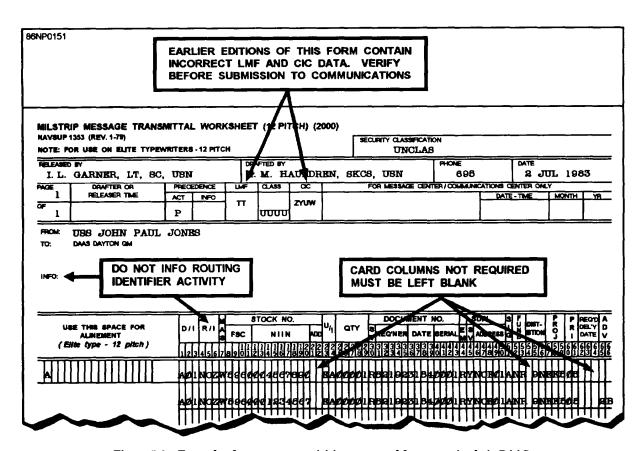


Figure 5-4.—Example of a message requisition prepared for transmittal via DAAS.

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Figure 5-5.—Example of a naval message draft requisition for non-NSN Items.

guidance found in the NAVSUP P-485. An example is shown in figure 5-6.

### **BULK PETROLEUM**

When bulk fuel or bulk lube oil is procured from an ashore supply activity, a DD Form 1149 is required to

be submitted. A DD Form 1149 also is required for procurement of DLA-owned bulk petroleum from a Military Sealift Command (MSC) tanker. The prescribed format for the preparation of a DD Form 1149 for bulk petroleum is found in NAVSUP P-485. See figure 5-7 for an example of a DD Form 1149 used for petroleum products.

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Figure 5-6.—Example of a Requisition and Invoice/Shipping Document, DD Form 1149 (multiple requests).

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Fgure 5.7.—Example of a Requisttion and Invoice/Shipping Document, DD Form 1149 (petroleum products).

### LETTER REQUESTS

Letter requests occasionally may be used to obtain material for which the usual procurement documents are inapplicable or inappropriate. Generally, letter requests will be submitted only when a formal discussion of the material requirement is necessary. Their use may also be required by the cognizant systems command, bureau, office, or other inventory manager. In addition to item descriptions and quantities letter requests will include, as a minimum, a MILSTRIP document number (for each item), an authorized priority designator (or required delivery date), rind applicable accounting data. When a letter request is submitted for material which is chargeable to the ship's OPTAR, a DD Form 1348 will be prepared as an obligation document.

### UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)

A vital part of the Military Standard Requisitioning and Issue Procedures (MILSTRIP) is the requirement to assign priorities as outlined m the Uniform Material Movement and Issue Priority System (UMMIPS). In the movement and issue of material, There must be a common basis to determine the relative importance of competing demands for resources of the logistics systems. These resources are transportation, warehousing, requisition processing, and material assets. The basis for expressing the military urgency of a requirement is the priority designator (PD), which ranges from 01 (highest) to 15 (lowest). The PD assigned to a requisition determines the time frame within which the requirement normally will be processed by the supply system. Except as prescribed in the NAVSUP P-485, the PDs to be used in Requisitioning material or services will be determined by the requisitioner's assigned force/activity designator (F/AD) and the applicable urgency of need designator (UND). The UND will be derived in accordance with the criteria found in the NAVSUP P-485. An activity's assigned F/AD, in conjunction with the UND applicable to the requirement, determines the appropriate PDs to be assigned m requisition documents. For detailed information on UMMIPS, refer to the NAVSUP P-485.

### PROCUREMENT FROM SERVMARTS

A SERVMART is a self-service store oprated by an ashore supply activity. It provides a ready supply of relatively low-cost items frequently required by customers in the area. A SERVMART also stocks certain medical and dental supplies, that can only be obtained by authorized Medical or Dental Corps personnel. Each SERVMART issues a SERVMART Shopping Guide which lists the cognizance symbol, NSN, noun name, unit of issue, unit price, and storage location of each item stocked in the SERVMART. The self-service feature of SERVMARTs, as well as simplified requisitioning procedures, enables an ashore supply activity to realize substantial cost savings and let its customers obtain material quickly without preparing and submitting a separate requisition for each item. The range of material available, ease of requisition, and ready convertibility to personal use require that afloat supply management personnel rigorously monitor and control SERVMART shopping.

### SERVMART PROCEDURES

A SERVMART Shopping List (SSL) (NAVSUP Form 1314) is used to list the items to be procured from a SERVMART. It provides the basis for preparation of each DD Form 1348 or NAVSUP Form 1250-1 money value only (MVO) required for such procurements. See figure 5-8 and 5-9 for examples of documents used to procure items from Servmart.

### **Mandatory Requirements**

The use of the SERVMART Shopping List (SSL) (NAVSUP Form 1314) is mandatory in all procurement actions from SERVMART. NAVSUP Form 1314, in conjunction with DD Form 1348 (MVO) or NAVSUP Form 1250-1 (MVO) are the only procurement forms authorized. Refer to the NAVSUP P-485 for detailed guidance in the use of these forms for SERVMART procurement.

### **Documentation by Material Category**

One SSL in triplicate and one supporting DD Form 1348 or NAVSUP Form 1250-1 (MVO) are required to be pepared for each category of material that is to be procured from a SERVMART.

### **Procurement of Material in Bulk Quantities**

Since larger ships often require quantities of material which would exceed amounts reasonably expected to be stocked on-the-shelf, many SERVMARTs provide a bulk issue service. This service is designed to provide the quantities necessary to fill smaller customer needs. However, SERVMARTs

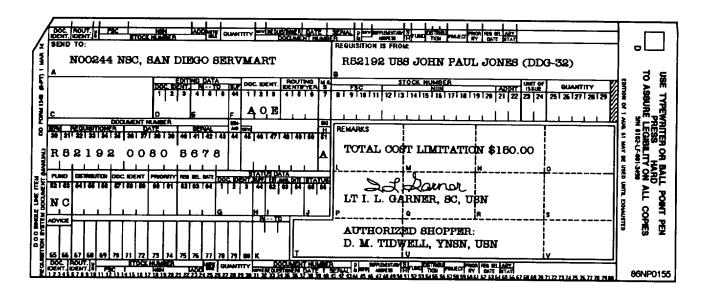


Figure 5-8.-Example of a DD Form 1348 SERVMART procurement document.

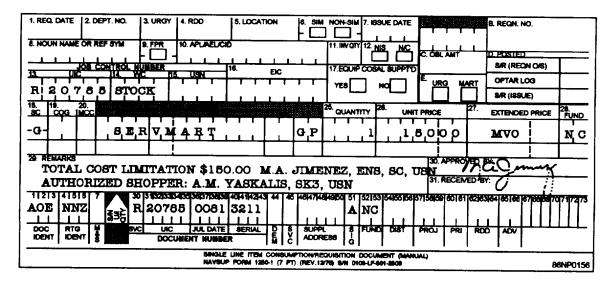


Figure 5-9.-Example of a NAVSUP Form 1250.1 SERVMART procurement document.

are not designed to be the source of supply for long term requirements or predeployment loadouts. The use of SERVMARTs to fill such needs is not authorized.

For detailed information on the separation of these documents and DTO material requests, refer to NAVSUP P-485.

### PICKUP OF MATERIAL

The Storekeeper or other person designated to pick up material at a SERVMART is responsible for the following actions:

• If the total quantity requested is obtained, circle the quantity indicated on the SSL. If only a

partial quantity is available, line out the requested quantity and enter and circle the quantity obtained. If the item is not available in any quantity, line out the requested quantity and enter "NIS" in the "Qty" column.

- Correct the SSLs, when necessary, to reflect current prices, stock numbers, and units of issue of items obtained.
- Group and check out the items obtained by material category (i.e., a separate group of items for each DD Form 1348 or NAVSUP Form 1250-1). As each group of items is checked out, give the original DD Forms 1348 (MVO) or

NAVSUP Forms 1250-1 (MVO) to the SERVMART clerk, and obtain from the clerk a separate adding machine tape for each DD Form 1348 or NAVSUP Form 1250-1 presented.

 Prior to leaving the SERVMART, reconciled any differences between the prices listed in each adding machine tape or Electronic Point of Sale (EPOS) tape and those indicated in the applicable SSLs.

If requested items were not available at the SERVMART and the unavailable items are still required, MILSTRIP requisitions for the required item will be pepared and submitted through normal supply channels.

# SPECIAL REQUISITIONING INFORMATION

Thus far, you have learned how requisitions are prepared and submitted for routine requirements determined by the supply officer or head of other departments. Not all requisitions, however, are routine. For some, special handling or additional information is required.

### TRANSFER FROM OTHER SHIPS

Emergency requirements may be obtained from ships other than supply ships and tenders if the material is available and can be spared. The request may be made on a DD Form 1348, NAVSUP 1250-1, or by message and should contain the same incarnation as a requisition to a supply activity except that the routing identifier is left blank. If the requested material is not available for issue, the requisition is returned to the requisitioner since ships do not hold requisitions on backorder for later issue.

### **EQUIPAGE**

Equipage is a term applied to items that are not consumed in use, and usually are of greater value and have a longer useful life than supplies.

There are two categories of equipage: controlled equipage and other equipage.

Equipage allowances are established in the COSAL Stock-Number Sequence List-Operating Space Items (SNSL-OSI), COSAL parts I and II, and instructions and publications issued by commands and offices. The COSAL allowances were discussed in chapter 3 and are the most frequently referred to. The heads of departments are responsible for submitting requests for equipage requirements to the supply officer, who then requisitions the needed items.

Equipage that is not controlled is procured in the same manner as other operating space items. The allowance is intended as a guide and the quantity on board is determined by need and OPTAR availability. When a request is received from a department head, the supply officer submits the requisition direct to the supply activity.

Selected items are designated controlled equipage and require increased management afloat due to anyone or a combination of the following:

- 1. Essential for the protection of life, or
- 2. relatively valuable and easily converted to personnel use.

NAVSUP P-485 contains a list of items designated as controlled equipage. The type and quantity of controlled equipage on the ship's allowance list are mandatory allowances. Ships should carry a full allowance of these items at all times. Since each ship has a definite allowance, deficiencies or shortages can be determined and are budgeted separately in the ship's OPTAR.

When an item of controlled equipage is lost, damaged or otherwise unfit for use, it should be replaced promptly provided funds are available. Such replacement of missing or unserviceable controlled equipage must be substantiated by a survey and accompanied by a NAVSUP Form 1250-1.

Requests for deficiencies are submitted to the supply officer on NAVSUP Form 1250-1 by the head of department having custody of the controlled equipage. Upon receipt of the above issue requests, procurement documents are prepared by supply on either DD Form 1348 or DD Form 1348-6 in accordance with NAVSUP P-485. These requisitions are then submitted directly to the supply activity without approval of higher authority.

When controlled equipage is required in excess of allowance for a particular operation or short period of time, an in-excess requisition maybe submitted to the TYCOM (type commander) for approval. The requisition is submitted with a letter of transmittal which should state the circumstances of the need.

If additional controlled equipage is needed on a permanent basis, an Allowance Change Request must be submitted to the authority that established the allowance. The request should include the allowance list reference, quantity allowed, additional quantity needed, and the reason for that need. The request is submitted via the chain of command and no

procurement action may be taken until the increased allowance has been approved. However, if the requirement is considered to be an emergency, a requisition may be submitted to a supply activity with the approval of a superior m the chain of command.

### INSTALLED EQUIPMENT

Procurement of installed equipment is the responsibility of and controlled by:

- Naval Electronics Systems Command— Electronic Equipment
- 2. Naval Sea Systems Command—Ordnance Equipment.
- 3. Equipment and machinery for ship's operation Naval Sea Systems Command-Equipment and machinery for ship's operation.

Letter requests for installed equipment are submitted by the commanding officer. A requisition number must be assigned to these requests by the supply officer.

### **Initial Equipment Installation**

Most new equipment is installed during a shipyard overhaul. The additional repair parts required are added to the Stock-Number Sequence List-Storeroom Items (SNSL-SRI) by personnel in the shipyard Supply operations Assistance Program/ILO team. When new equipment is installed between overhauls, supply personnel must submit a Configuration Change Report to Navy Ships Parts Control Center (SPCC). SPCC will furnish the Allowance Parts List (APL) which supports the equipment. The supply officer is responsible for adding the allowed repair parts from the APL to the SNSL-SRI and for ordering many deficient items.

Some specialized equipment may be received with boxed sets of repair parts that are retained by the department. Replenishment of these parts is retie on the basis of a DTO request from the department as the parts are used.

### **AMMUNITION**

The basic policy and requisition procedures for ammunition are contained in Commander Surface Force instructions. Although the supply officer is not responsible for preparing or following up on ammunition requisitions, he will assist the weapons officer, when requested, in preparing the proper documents.

### MANDATORY TURN-IN REPAIRABLE

Mandatory turn-in repairable (MTRs) are high-cost items that cannot be repaired on board. They are shipped to the nearest designated repair facility. These items are procured and managed by the applicable inventory manager on the assumption that unserviceable repairable will be shipped promptly so they can be repaired and placed in supply system stock for reissue. In effect, repair becomes a substitute for procuring replenishment system stock. For this reason, control of unserviceable repairables is as important to the Storekeeper as the control of serviceable material.

Mandatory turn-in repairable are identified by the Material Control Code (MCC) appearing in the ML-1 and in the Master Repairable Item List (MRIL) (NAVSUP Publication 4107). These codes are E, G, H, Q, or X. Most mandatory turn-in repairables are assigned MCC "H"; the other MCCs apply to repairables that require special controls and handling. MCC definitions are found in NAVSUP P-4107.

### **Advice Codes**

Advice codes must be assigned to all requisitions for mandatory turn-in repairable items. Generally, advice code 5G will be cited in replacement requisitions. Advice codes are found m NAVSUP P-485.

These advice codes have precedence over any other advice code that may apply applicable to the requisition. When it is necessary to include additional advice codes in a requisition for a mandatory turn-in repairable, it is entered in the "Remarks" field, and the appropriate document identifier for indicating exception data (A0E or A05) must be entered in CC 13.

### **Requisition Document Numbers**

Requisitions for replacement of mandatory turn-in repairable must contain the same document number as the turn-in document of the unserviceable repairable that was shipped to the designated repair facility.

### **Requisition Priorities**

Requisitions for mandatory turn-in repairable will be assigned priority 06 unless the urgency of need justifies a higher priority.

# FLEET INTENSIFIED REPAIRABLE MANAGEMENT (FIRM) ITEMS

FIRM repairable are those MTR items which the SPCC has designated for intensive management to obtain improved support of selected critical shipboard weapons systems. (FIRM repairables listed in the MRIL are identified by material control code "E in the "MCC" column, and by "FIRM ITEM" in the "Notes" column.) Requisitions of nonautomated activities (and of automated activities when an AUTODIN facility is not available) will be transmitted by MILSTRIP message to be submitted via the DAAS. An example of a MILSTRIP message for a FIRM MTR item is shown in figure 5-10.

### Field Level Repairable

Field level repairable are repairable items identified by MCC "D" which are to be repaired at the local activity if possible. If a field level repairable cannot be repaired locally, it will be turned in at a local tender.

### FUEL.

Supply officers can procure fuels from the following sources:

- 1. Fleet oilers, station tankers, yard oilers, and tenders.
- 2. Fuel depots and annexes.
- Commercial shore installations, both foreign and domestic under Defense Petroleum Supply Center contracts (as listed in the Defense Petroleum Supply Center Contract Bulletins).
- 4. Commercial shore installations in areas in Alaska and Hawaii and outside the United States under contract to local Navy activities.
- Other Navy combatant or supporting service force ships.
- 6. Shore installations of other services or agencies.

The responsibility for procuring fuels rests with the supply officer, who makes the arrangements with the supplying activities or contractors.

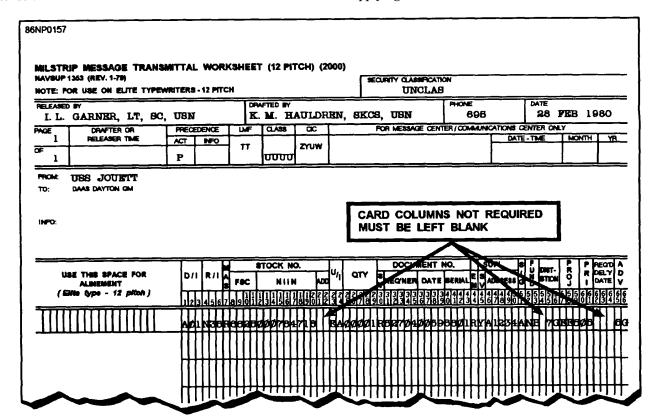


Figure 5-10.—Example of a MILSTRIP message for a FIRM MTR item.

The determination of requirements for bunker fuel is the responsibility of the engineering officer. The engineering officer advises the supply officer of the quantity required and the time delivery is desired. Determining requirements of cargo fuel aboard an oiler rests with the cargo officer, who informs the supply officer of the quantities required and the time delivery is desired. Fuel is requisitioned on DD Form 1149.

The only standard limitation on the maximum quantity of bunker fuel that a ship may take is the NAVSEA safety factor of 95% of the rated bunker capacity. Local limitations may be imposed on ships returning to ports in continental United States by the CNO area coordinator or base commander.

### FORMS AND PUBLICATIONS

Forms are requisitioned in the same manner as any other consumable material on DD Form 1348.

Publications (identified by cognizance symbol 01) are not carried in a stores account and are issued without charge. Therefore, signal code "D" or "M" (no billing required), as appropriate, is entered in CC 51, and the fund code, CC 52—53, is left blank.

Special requisitioning instructions, approval requirements, and restrictions are indicated in the Requisition Restriction (RR) column of the Navy Stock List of Forms and Publications.

### SHIP'S STORE OR SUBSISTENCE STOCK

When normal supply sources are not available and general stores stock is exhausted, ship's store or subsistent stock may be transferred to ship's use. For example, cornstarch transferred from subsistence stock for use in cleaning the boilers or flashlights transferred from ship's store to general use.

Such transfers are made on DD Form 1149 and are charged to the ship's OPTAR (funds available for operation of the ship). Complete accounting data must be shown on the transferring DD Form 1149 for both the charge and the credit.

# MISCELLANEOUS MATERIAL AND SERVICES

Refer to NAVSUP P-485, when procuring services, ecclesiastical material, boat letters, books, ice, typewriters, newspapers, printing, rubber stamps, local tunnel tickets, and other miscellaneous material. The

procurement action varies with the type of service or material.

### REQUISITION FILE MAINTENANCE

Requisition file maintenance begins when a requisition is prepared and the hardback copy of the procurement document is placed in the material outstanding file (MOF). When the material ordered has been received or canceled, the requisition document, with a copy of the receipt document, is placed in the material completed file (MCF). The cycle ends when the charge has been cleared through the Defense Finance and Accounting System (DFAS) at San Diego or Norfolk and reported to your ship. The steps in between are largely dependent upon the volume of requisitions prepared and the procedures used in your office. In this section we will only discuss the MOF and how it is used.

### MATERIAL OUTSTANDING FILE

The majority of procurement documents are DD Form 1348s. The file is usually maintained in a card file. The cards should be maintained in document number sequence. The hardbook copy of DD Form 1348 is the material outstanding file copy.

The DD Form 1149 is attached to the hardbookcopy of the DD Form 1348 that was prepared as an obligation document. The procedures are found in NAVSUP P-485.

### **SUPPLY STATUS**

The frequency and type of status is determined by the Media and Status (M & S) code assigned to the requisition. The purpose of status is to keep you informed of the action(s) being taken by supply activities to furnish the requested material.

Supply status usually is received on DD Form 1348m or a General Purpose Detail Card which is punched and interpreted similarly to that shown in figure 5-11.

Supply status may also be received by message on high-priority requisitions. It is similar in format to a message requisition.

It is here that the importance of the document identifier code is evident. The DD Form 1348m has many uses, and in order to accurately interpret the information show the purpose of the card must be

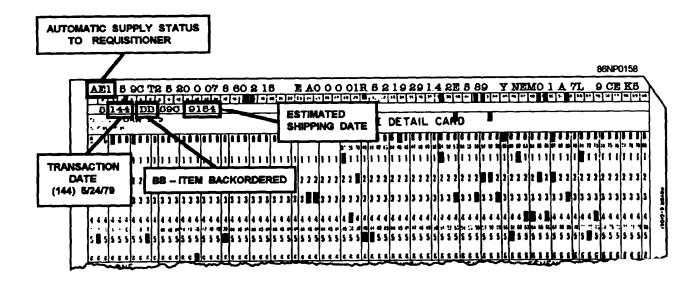


Figure 5-11.—Example of a supply status card with upper and lower line interpretation.

known. The three document identifiers you will most frequently use on the DD Form 1348s you prepare are:

- 1. A0—Requisitions
- 2. AC1—Cancillation request
- 3. AF1—Followup

You will receive supply status with several different document identified, of which the following are the most common:

- 1. AE1—Automatic supply status
- 2. AB1—Direct delivery supply status
- 3. AS1—Automatic shipment status

The automatic supply and shipment status is furnished as requested by the M&S code on the requisition.

When status cards are received they should be reviewed as soon as possible to detect requisitions that have been canceled. The status codes inform you of the action being taken and are found in the NAVSUP P-485. Cancellations should be called to the attention of the supply officer so that, if the material is still required, new procurement action may be taken. The other status cards, representing passing action, backorders, shipping staus, and so forth, should be attached to and filed with the hardback copies of the related requisitions in the MOF. Thus, at any time, you can determine the current status of a requisition by referring to the filed status Cards.

Figure 5-12 has an example of a MILSTRIP requisition and various status cards pertaining to it. In this case, M&S code "T" was used, which requests 100% supply status plus shipping status. The routing identifier following the document identifier on status cads identified the activity providing the status.

The advice/status code in CC 65-66 tells you what the requisitioner is doing. The routing identifier following it is the activity holding the requisition after the action is completed. i.e., for BB and BH status codes the holder remained the same, but for BM it tells to whom the requisition was passed. On supply status cads, the date the action was taken is shown in CC 62-64 as a three-digit Julian date (year not shown). The muting identifier of the requisition holding activity is entered in CC 67—69. The estimated shipping date, when appropriate, is included in CC 70-73. The current unit price is shown as a seven-digit number in CC 74-80.

The shipping status cards show the routing identifier of the activity shipping the material in CC 4-6. The date it was shipped by a three-digit Julian date in CC 57—59, and the mode of shipment as a one-character code m CC 77. Additional information on shipments may be shown when shipments are made by other than parcel pmt. Mode of shipment codes are listed m the NAVSUP P-485.

### REQUISITION FOLLOWUP

When material or status has not been received by the standard delivery date or the required delivery date

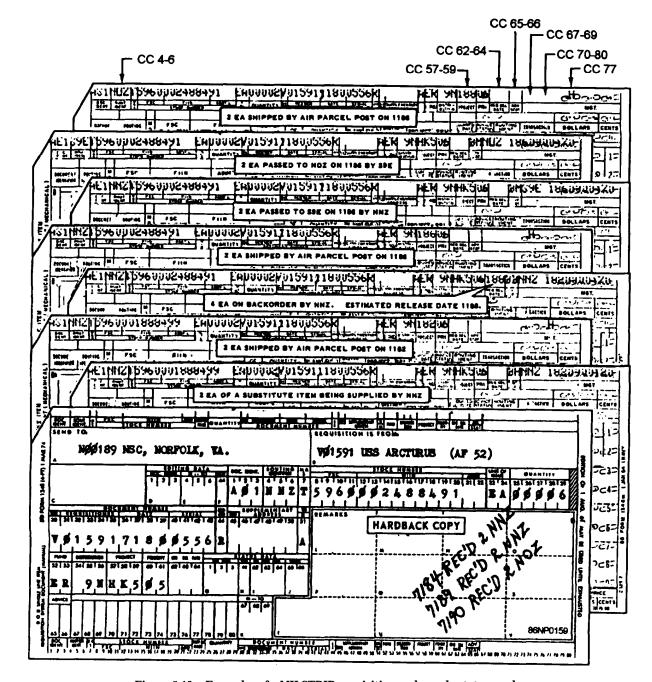


Figure 5-12.—Examples of a MILSTRIP requisition and supply status cards.

(if shown in CC 62—64 of the DD Form 1348), you may submit a followup to determine status. The standard delivery date is computed by adding the authorized UMMIPS delivery time to the Julian date of your requisition. The followup may be submitted on DD Form 1348 (2-part) or by message.

In either case, document identifier AF1 and the routing identifier for the last known holder of the requisition are assigned. The balance of the followup is identical to the original unless part of the material has

already been received. In figure 5-12, if status or material has not been received from NOZ within the time allotted, the followup would be for 2 EA and not 6 EA as appearing on the original requisition. The original followup is sent to the activity indicated by the routing identifier and the copy of a copy of the message filed with the outstanding requisition. If the followup message includes multiple document numbers, the hardbook copies of the related requisitions in the MOF is annotated to indicate the DTG of the message.

The supply activity then furnishes the current status of your requisition.

When taking followup action on a requisition for urgently needed material for which the standard delivery date or required delivery date is past with no status received, document identifier AT—may be used instead of AF1. This tells the supply activity that if they have no record of the original requisition, to process the followup as a requisition. This could preclude the need for another requisition if response to an AF1 followup should be "no record of your requisition." However, it may also result in duplicate shipment and billing.

### REQUISITION CANCELLATION

When material is no longer required, a cancellation request should be sent to the last known holder of the requisition. It is prepared m the same manner as a followup except that a document identifier in the AC-series is used. Submission of a cancellation request does not guarantee cancellation of the requisition. If the supply activity has already released or shipped the material, the requisition cannot be canceled. For this reason, you should not consider a Requisition canceled until confirmation is received from the supply activity.

# MATERIAL OBLIGATION VALIDATION (MOV)

Periodically, supply activities review all requisitions held on backorder and for those considered overage, they Prepare a backorder reconciliation for each requisitioner. When you receive an MOV request, the cards or listing should be checked against your records and a report made in accordance with the instructions included with the request. The reconciliation serves several purposes of which the following are of interest to you:

- current status of outstanding requisitions
- cancellation of old requisitions for material no longer needed by your ship
- correction of files maintained by the supply activity requesting the reconciliation

### **REQUISITION MODIFIER**

A requisition modifier document maybe initiated by the requisitioner, supplementary addressee, or monitoring office, to modify the priority designator, required delivery date, media and status code, and/or distribution code of a previously submitted requisition when.

- Force/activity designator (F/AD) is upgraded or downgraded
- Urgency of the requirement increases (except for CASREPT) or decreases due to unplanned or unforeseen conditions

The project code may also be modified if the outstanding requisition is held by a <u>NAVY</u> activity. When material on order is required to satisfy a CASREP, the outstanding requisition will not be modified. A NORS requisition must be submitted for the CASREP requirement.

### **PURCHASE**

Purchase actions are normally taken by a shorn activity as a result of ships' requisitions. However, ships' supply officers and commanding officers of ships without Supply Corps officers may obtain requirements for supplies or services by purchase on the open market when all of the following conditions exist:

- 1. There is an immediate and urgent requirement for authorized supplies or services.
- 2. The supplies or services are not available at the local supply support activity.
- 3. Time is of the essence and scheduled operations will not permit procurement through Navy shore-based purchasing activities.

Other purchase restrictions may be imposed by the senior officer present afloat (SOPA), particularly when in foreign ports.

When authorized by the type commander, the supply officer may make routine purchases of supplies and services when the value does not exceed \$25,000 and all of the following conditions exist:

- 1. The supplies or services are not available at the local supply support activity.
- Supply deptartment complement is sufficient to handle the additional workload involved without detrimental effects.
- <sup>3</sup> The supply officer is reasonably familiar with the local market area in the vicinity where the ship is located
- 4. All transactions are made by an approved small purchase method providing for immediate delivery of material purchased.

### RESTRICTIONS

Activities afloat, either in the United States or foreign ports, may not purchase the following materials without the specific authority from the cognizant bureau or command:

- 1. Material in excess of allowance except properly approved emergency requirements.
- 2. Boats.
- 3. Books for the ship's library.
- 4. Forms, commercial printing, binding, blank bookwork.
- 5. Technical ordnance articles.
- 6. Printing equipment and machinery.
- 7. Automotive equipment.
- 8. Transportation facilities, equipment material, parts; and supplies required for domestic transportation.

### METHODS OF PURCHASE

Purchases afloat are made by one of the following methods:

- 1. Purchase order for purchases not in excess of \$25,000 (in CONUS) not in excess of \$50,000 (out CONUS).
- 2. Imprest fund for cash purchases when the amount does not exceed \$500.
- 3. Orders under indefinite delivery-type contracts and blanket purchase agreements (BPAs) that have been negotiated by ashore activities.

A single requirement may NOT be divided into more than one purchase action for the purpose of avoiding the monetary limitations stated above. Each of the above methods is discussed in the following paragraphs.

Procedures for purchases by ashore activities are provided in NAVSUPINST 4200.85.

### **OBLIGATION DOCUMENT**

When a purchase is made under any of the above procedures that is chargeable to the ship's OPTAR, a DD Form 1348 is prepared as an obligation document. The hardback copy of the DD Form 1348 is attachd to a copy of the purchase document and placed in the MOF. The green copy of the DD Form 1348 is placed in OPTAR document holding file 1 by ships that submit

budget/OPTAR reeds, or promptly forwarded to the OPTAR holding activity by ships that do NOT submit budget/OPTAR reports. The original and remaining copies are discarded.

### **PURCHASE ORDER**

The purchase order method will be used for purchases in the open market up to the purchasing authority as authorized by the cognizant type commander. (Purchase orders will not exceed \$50,000 except as specified in the NAVSUPINST 4200.85). The material or services included in a single purchase order number will be chargeable to the same fund code (e.g., the purchase order will include all repair pacts or all services but not both). See figures 5-13A, 5-13B, and 5-13C for example of the forms to be used. Use the NAVSUP P-485 for guidance and purchase orders.

The DD Form 1155, with the 1155r or l155r-1 is distributed as are specified in the NAVSUP P-485.

### **IMPREST FUNDS**

The imprest fund is a simple and economic method of making purchases of \$500 or less. It is a cash fund and operates much like the petty cash fund used by private industry. It is, in effect, a miniature revolving fund. The fund is reduced as purchases are made. When the reimbursement voucher is prepared the ship's OPTAR is charged for the amount spent and the money returned to the imprest fund.

### **Authority**

Upon the written approval of the type commander, ships may establish an imprest fund. The supply officer, establishes the fund in writing. The maximum amount for the fund and designation of imprest cashier to act as custodian of the fund must be included. The amount of the fund should be based on anticipated purchases, normally not to exceed \$1,000 and no less than \$500. A greater amount must be approved by the type commander and athorized by NAVSUP. A review should be made quarterly to determine if them is a continuing need for the fund and if the amount of the fund is greater than necessary, Any officer or enlisted member attached to the supply department may be designated as imprest fund cashier unless they are performing disbursing duties.

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Figure 5-13A.—Example of a DD Form 1155 Order for Supplies or Services/Request for Quotations.

### **Advance of Funds**

A signed copy of the letter appointing the imprest fund cashier is furnished to the disbursing officer, at which time the disbursing officer advances the authorized amount of the fund to the cashier.

### **Security of Cash and Receipts**

To prevent theft or unauthorized use, imprest funds (both cash and receipts for amounts paid out and not yet reimbursed) must receive the same security as that given other public monks. See *NAVCOMPT Manual*, Volume 4 for detailed policy and procedural guidance.

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Figure 5-13B.—Example of a D Form 1155r Order Supplies or Semites/Request for Quotations (general provisions.

### When Imprest Funds may be Used

Imprest funds may be used to purchase supplies and services only when the requirement cannot be satisfied by the supporting shore activity within the required time frame and: 1. The transaction involves one delivery and one payment not in excess of \$150. In emergency situations this limitation may be increased to \$300. However, prior to purchase, written approval by the commanding officer for all emergency transactions in excess of \$150 must

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Figure 5-13C.—Example of a DD Form 1155r-1 Order for Supplies or Services/Request for Quotations-Foreign.

be obtained. Simultaneous requirements of more than \$150, or \$300 under emergency conditions, may not be split into multiple purchase transactions to circumvent the prescribed monetary limitation for imprest funds.

2. The supplies or services are available immediately and cash payment will be made upon pickup or delivery.

### **Restrictions on Use**

Imprest funds may not be used for any of the following purposes:

- 1. Cashing checks or other negotiable instruments.
- 2. Payment of transportation charges to common Carriers.

- 3. Purchase of money orders.
- Purchase of supplies or services that with detailed specifications or require detailed technical inspection upon pickup or delivery.
- 5. Purchase of supplies or services that would not be authorized for purchase under general purchasing regulations.

### **Disbursements**

Purchases from the imprest fund must be based on an authorized purchase request document (NAVSUP Form 1250-1, or DD Form 1348). These documents must be approved by the supply officer or his authorized representative. Normally, the purchase request document must be marked "imprest fund" and include the following information

- 1. Item name.
- 2. Estimated unit price and total price.
- 3. Vendor's name and address, if known.

The cashier may advance funds to the person authorized to make the purchase and obtain a receipt for the advance. The cashier may also reimburse a person for an authorized purchase made with his own money. In either case, the approval must be obtained before the purchase is made. Figure 5-14 shows an example of STD Form 1165 and describes its use as an interim receipt for money advanced and as a receipt for money spent. It is preferable to obtain the receipt for purchase on the vendor's own form (sales ticket, delivery ticket, or other similar document), but if this is not available, the STD Form 1165 may be used. If the vendor's form is used as the receipt for cash and the amount of the purchase exceeds \$15, the sales representative must certify the receipt. See the NAVCOMP Manual, Volume 4 for citification requests.

The supply officer or other designated person receives all items purchased through the imprest fund. Receipt is certified by receipt by dating and signing the vendor's receipt "Received and accepted." When practicable, a "designated person" should be someone other than the inprest fund cashier. The purchaser must return the receipt and any unused cash to the cashier as soon as possible. Then the cashier voids the interim receipt for cash and returns it to the purchaser. These receipts must be afforded the same security as cash.

The cashier should balance his funds daily to ensure that the total amount of the fund is accounted for, either in cash or purchase receipts.

### **Inspection and Verification**

The imprest fund cashier may be required to account for the established balance of the fund at any time. The total cash on hand, paid vendors' receipts, unpaid reimbursement vouchers, and interim receipts for cash must equal the total amount of the fund. An unannounced inspection should be made quarterly. The commanding officer designates an individual to conduct the inspection. A report of the results of an inspection should be made promptly to the commanding officer.

### Reimbursement

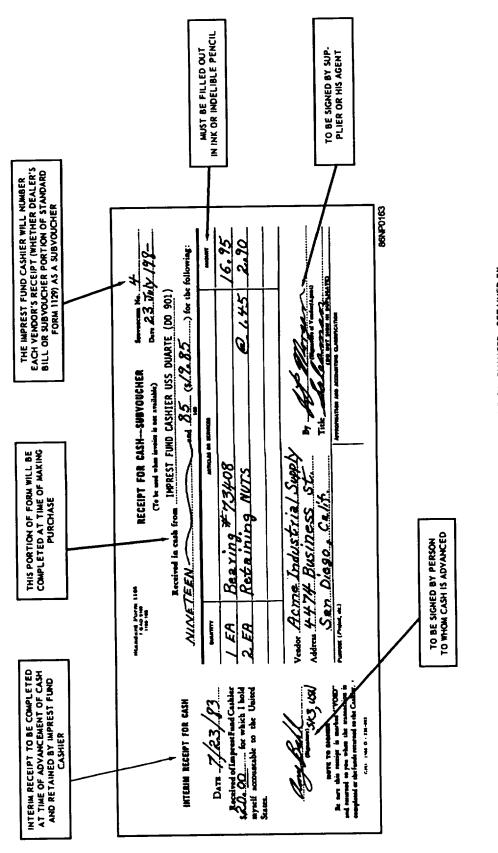
In order to maintain adequate controls over imprest funds a Reimbursement Voucher (Standard Form 1129) is prepared on an as-required basis. In no case should reimbursement be made more often than once a month if disbursements have been made.

Ships operating on extended cruises, when no disbursing officer is available, must prepare the STD Form 1129 immediately upon return to an area served by a disbursing officer if disbursements from the imprest fund were made during the period. Figure 5-15 shows an example of reimbursement voucher with one of the purchase receipts for which reimbursement is requested.

The impest fund cashier prepares the STD Form 1129 in an original and the number of copies required by the disbursing officer who replenishes the fund. The obligation document number of each transaction is a required entry in the "Cost Code" column of the "accounting" section of the STD Form 1129. The completed STD Form 1129, with the original of each "paid" dealer's invoice or subvoucher and the original of each DD Form 1348 (MVO) attached, is submitted to the disbursing officer. The disbursing officer reimburses the imprest fund cashier for the amount of acceptable dealers' invoices or subvouchers received, and furnishes the cashier a "paid" copy of the STD Form 1129.

### **Refunds from Vendors**

If a vendor refunds cash, the imprest fund cashier should follow the procedures found in NAVSUP P-485.



STEP 1 - INTERIM RECEIPT PORTION COMPLETED AND SIGNED BY PERSON TO WHOM CASH ADVANCED. RETAINED BY IMPREST FUND CASHIER, SUBVOUCHER PORTION GIVEN TO INDIVIDUAL FOR USE AS DEALER'S BILL.

Figure 5-14.—Example of a Receipt for Cash-Subvoucher, STD Form 1165.

STEP 2 - INDIVIDUAL MAKES PURCHASE AND OBTAINS EITHER A SIGNED DEALER'S BILL OR THE SIGNATURE OF THE SUPPLIER OR HIS AGENT ON THE SUBVOUCHER.

STEP 3 - PERSON WHO MAKES PURCHASE RETURNS SIGNED RECEIPT OR DEALER'S BILL WITH UNUSED AMOUNT OF THE CASH ADVANCED TO IMPREST FUND CASHIER.

STEP 4. IMPREST FUND CASHIER VERIFIES DEALER'S BILL OR COMPLETED SUBVOUCHER AND RETURNS INTERIM RECEIPT, MARKED "VOID", TO INDIVIDUAL.

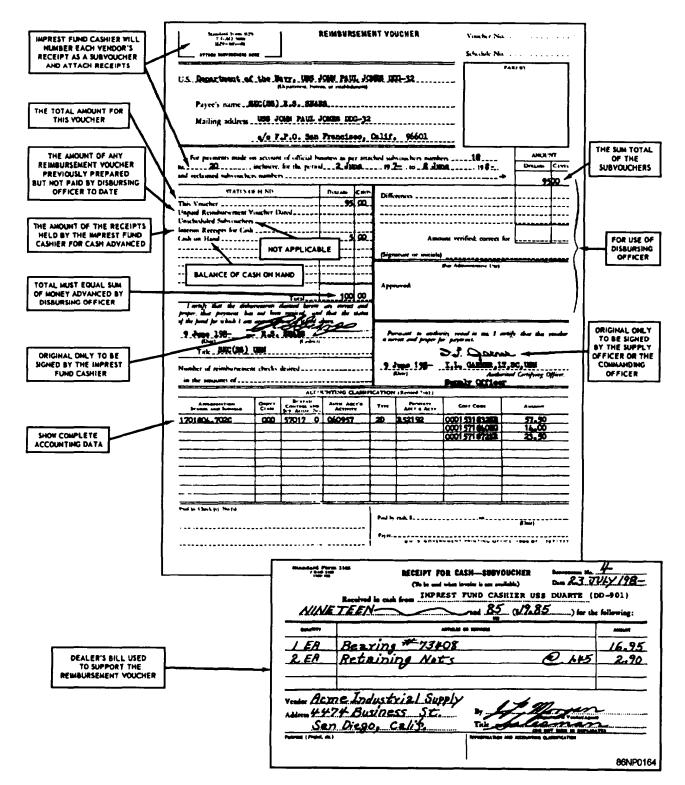


Figure 5-15.—Example of an Imprest Fund Reimbursement Voucher (STD Form 1129) with supporting purchase receipts.

### Records

Recordskeeping for the imprest fund must be kept to a minimum, consistent with the requirement that adequate controls be maintained. **VOUCHER CONTROL.**— The imprest fund cashier maintains, a complete suspense file of all original sales documents and DD Forms1165 for which reimbursement has not been made. When these vouchers are submitted to the disbursing officer for

reimbursement, a retained copy of the Standard Form 1129 is filed pending reimbursement and return of a "paid" copy of the Standard Form 1129 from the disbursing officer. The "paid" copies of Standard Forms 1129 returned by the disbursing officer should be filed in chronological order and retained for 2 years.

**IMPREST FUND PURCHASE LOG.**— A locally prepared imprest fired purchase log must be maintained by the imprest fund cashier to provide a record of each transaction. An example of the log is shown in figure 5-16.

### ORDERING UNDER CONTRACTS

Supply activities ashore negotiate various type contracts with commercial vendors to provide material and services required by ships and activities. These are discussed in the following paragraphs.

### **Indefinite Delivery Contracts**

An indefinite delivery contract exists when the terms and conditions that a supplier will deliver specified supplies or services in response to orders have been agreed to. The time of delivery is specified in the order rather than in the contract. At many ports arrangements have been made for ships to obtain supplies and services from commercial companies by

placing orders under indefinite delivery contracts for supplies and services such as:

- Rubber stamps
- Laundry and drycleaning services
- Fuel and lubricating oils
- Repair and cleaning of special clothing
- Repair of office machines

Ships and activities in the area are advised of these contracts by means of contract bulletins issued by the contracting office. The Order for Supplies or Service/Request for Quotation (DD Form 1155) is used to obtain delivery under contract. The order must include the contract number, discount terms, "X in the "Delivery" square, and schedule information. Figure 5-17 is an example of a DD Form 1155 prepared to obtain delivery of an item under an indefinite delivery-type contract.

### **Blanket Purchase Agreements**

A blanket purchase agreement (BPA) is an arrangement with a vendor to furnish designated categories of material for a specific period of time. BPAs are made by shore supply activities. This method of effecting purchases in the open market provides an easy way to establish charge accounts with qualified

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16	5/27/83	ENG.	CEMENT, EPOXY	SEARS ROEBUCK, SAN FRANCISCO	18.50	62-70	3147-1796
17	5/29/83	Sup.	TONER	XEROX INC., SAN FRANCISCO	23.00	62-70	31 <del>49</del> -1802
/8	6/2/83	ENG.	FIRE HOSE NOZZLE	DEF. Ca, SAN FRANCISCO	57.50		3153-1832
19	6/6/83	SUR	FACIMILE STAMPS	MUTH Ca, DAKLAND	14.00		3157-1840
20	6/6/83	GUN.	GASKETS	GATES MEL, OAKLAND	23.50		3/57-/852 09NP0021

Figure 5-16.-Example of an imprest fund purchase log.

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Figure 5-17.-Example of an Order Under Indefinite Delivery Contract (DD Form 1155).

sources of supply 10 make small purchases of items of the same general category. Such an arrangement eliminates the need to issue several purchase orders for small requirements by providing for purchases to be made by placing calls either orally or by informal memoranda against the blanket purchase agreement. **OBTAINING BPA.**—When a BPA is desired and the conditions in the NAVSUP P-485 exist, the supply officer, or commanding officer of a ship without a Supply Corps officer attached may request that the supporting shore supply activity establish a BPA. A copy of this letter must be forwarded to the type

commander, and it must contain the following information:

- Type of supplies or services required..
- Suggested sources of supply.
- Period of time during which the supplies or services will be required.
- Name or names of individuals within the supply department authorized to place orders against the BPA.

When determined by the supply activity that the request is justifiable, it will negotiate and prepare the BPA. Copies of the BPA are then provided to the ship, the vendor, and the activity designated to make payment.

Material is obtained by the authorized person designated in the BPA by placing calls to the vendor.

Important:

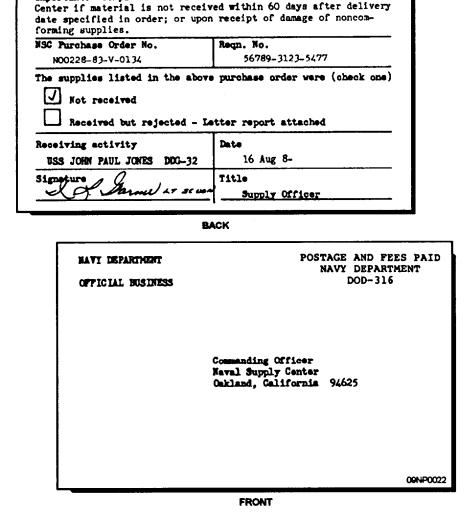
REPORT OF HONRECEIFT, DAMAGE, OR HONCONFORMANCE

Consult NAVSUP **P-485** for additional information on call procedures, billing, screening, and the review **required** under the BPA procedure.

### **Fast Payment Procedure**

The "fast payment procedure" is used only for relatively small purchases and is initiated only by activities ashore. You are likely to receive material that has been ordered by this method, and you need to know how it works.

When you submit a requisition for purchase action and the supply activity responds by placing a fast payment order with a commercial supplier, you receive a copy of the purchase order and a pre-addressed postcard "Report of nonreceipt, damage, or nonconformance" (figure 5-18). You fill out and mail the postcard only if you receive damaged or



Complete and return this card to the Naval Supply

Figure 5-18.-Example of a report of nonreceipt, damage, or nonconformance card.

nonconforming supplies, or if the material is not received within 60 days after the delivery date specified on the purchase order.

The supplier who receives a fast payment order ships the material to the designated address and at the same time sends an invoice to the paying activity. The supplier certifies on his invoice that he has complied with the terms of the purchase order, and agrees to replace, repair, or correct supplies not received at destination, damaged in transit, or not conforming to purchase requirements.

The procedure is designed to eliminate the time and expense required for inspection and acceptance of small purchases before delivery to ships, overseas activities, or other distant points, and to permit payment to the supplier when the material is shipped.